



SUMTER CITY-COUNTY PLANNING COMMISSION
POST OFFICE BOX 1449 **21 NORTH MAIN STREET**
SUMTER, SC 29151 **(803) 436-2516**



CUSTOMER PLANNING CHECKLIST (COMMERCIAL PROPERTIES)

The following items will be required/reviewed in order to show compliance with all current ordinances and to receive the required permits. Each person/agent submitting a plan should use this as a guide to help improve the quality of submissions and allow the Planning Commission Staff to process the request in a timely manner.

Please take notice that the enclosed checklist is not all inclusive, and all applicants must comply with all provisions of the Sumter Zoning & Development Standards Ordinance (SZO).

CHECK OR NOTE BLOCKS AS APPROPRIATE

PROJECT _____

ADDRESS _____ ☐ City ☐ County **PERMIT #** _____

TAX MAP # _____ **SIC** _____

1) ZONING (Reference SZO, Article 3)

- a. Current Map Zoning for site _____
- b. Type Zoning Required for this project _____
- c. If the same, go to Item 2;
If different, consider zoning change or site change.
- d. If Conditional Use, see item 13.

2) OFF-STREET PARKING (Reference SZO, Article 8, Section J)

- a. Is it required? ☐ Yes ☐ No (go to Item 3)
- b. Number of spaces required:
 - Regular _____
 - Compact _____
 - Handicapped _____
- c. Number of spaces planned:
 - Regular _____
 - Compact _____
 - Handicapped _____
- d. Parking standards met? ☐ Yes ☐ No
- e. Parking plan included? ☐ Yes ☐ No
- f. Off-Street loading? ☐ Yes ☐ No
- (1) Standards Met? ☐ Yes ☐ No

3) LOT/SITE PLANNING (Reference SZO, Article 3)

ITEM	REQUIRED	PLANNED	MET REQUIREMENT	
a. Lot area	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Setback-Front	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Side (I)	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Side (E)	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rear	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Height	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
d. Density	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
e. Floor area	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. Impervious Surface	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4) VISUAL CLEARANCE (Reference SZO, Article 4, Section H)

a. Intersections	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a
b. Vertical	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a

5) BUFFER AND SCREENING (Reference SZO, Sections 8.d.7.; 4.f.7.; and 8.4.k.; 4.1.; and 5.c.7.)

ITEM	REQUIRED	PLANNED	MET REQUIREMENT	
a. Bufferyard	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Screening	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(1) Outside Storage	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(2) Containers & Dumpsters	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(3) Fences & Walls	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

6) LANDSCAPING (Reference SZO, Section 8.d.)

a. Plan submitted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a
b. Does plan meet standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a

7) OPEN SPACE (Reference SZO, Article 3, Section O; and Article 8, Section C)

a. Requirements met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a
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8) DRAINAGE AND STORM WATER (Reference SZO, Section 8.d.3.)

a. Drainage plan submitted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a
b. Requirements met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a
c. Permit issued?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> n/a

9) TREE PLANTING AND PROTECTION (Reference SZO, Section 8.d.; and 8.e.6.)

- a. Tree Protection Plan ☐ Yes ☐ No
- b. New streets and roads ☐ Yes ☐ No
 - (1) Requirements met ☐ Yes ☐ No
- c. Existing streets and roads ☐ Yes ☐ No
 - (1) Requirements met ☐ Yes ☐ No

10) FLOOD HAZARD AREAS (Reference SZO, Section 6.b.7.)

- a. Is the site in a Flood Hazard Area? ☐ Yes ☐ No
- b. Base Flood Elevation _____

11) SIGNS (Reference SZO, Section 8.i.)

- Maximum Allowed for parcel _____
- Size Planned: a. Free-standing _____
- b. Wall _____
- Address ☐ Yes ☐ No

12) SPECIAL CIRCUMSTANCES

ARE ANY OF THE FOLLOWING APPLICABLE?

REQUIREMENT MET?

- | | | |
|--|------------------------------|-----------------------------|
| a. Airfield Compatible, Section 3.p | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| b. Planned Development, Section 3.o | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| c. Traffic Study, Section 7.d.10 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| d. Historic Preservation District, Section 1.k.1 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| e. Accessory Structures, Section 4.g | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| f. Manufacturing or Processing Plant, Section 5.b.5 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| g. Large Scale Project, Section 7.d | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| h. Temporary Use, Section 5.c | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| i. Special Development Standard Projects, Article 5 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| j. Highway Corridor Protection District, Section 3.r | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

13) CONDITIONAL USE: Reference SZO, Article 3

- a. ☐ Staff ☐ Adjacent Property Owners
- b. Date Completed _____
- c. Conditions _____
- d. Go to Item 2

14) PLAT REQUIREMENTS (Reference SZO, Articles 7 & 9)

- a. **SKETCH PLAN:** The purpose of the sketch plan is to secure Committee input in the formative stages of design. It will be legible drawn to scale, but not necessarily showing precise dimensions.
- b. **PRELIMINARY PLAT:** The purpose of this document is to secure Planning Commission approval (with any amendments) for a one-year period from the date of approval to proceed with supervised site improvements and preparations of final plat. However, preliminary plat approval shall not authorize the applicant to sell or otherwise transfer lots or parcels within the plotted subdivision.
- c. **FINAL PLAT:** This document is used to complete the administrative action for approval. Approval allows the applicant to record the plat in the Public Records of Sumter County and proceed with the sale and/or transfer of lots and parcels. Note: See Section 7.e. for effect of final plat.